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OGC SUBJ: FREEDOM OF INFO

OGC Has Reviewed

12 OCT 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Correspondence from the Black United Front

REFERENCE : Letter dtd 12 Sep 70 to CIA fm BUF

1. Per your request, attached is a fact sheet containing answers to questions raised in the referenced letter from the Black United Front (BUF).

2. Prior to his departure for Southeast Asia and the Far East, Mr. Blake informed Mr. Coffey that the Department of Defense (DoD) had received a similar inquiry from BUF. DoD sent the letter to the General Services Administration (GSA), Region 3, requesting that GSA respond. We were informed on 12 October 1970 that GSA prepared the information necessary to answer the letter but returned the letter and information to DoD for their action since DoD was the addressee.

Signed:



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Acting Director of Logistics

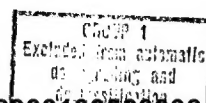


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Att

cc: OGC

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5. How do we legally justify standardization?

The Federal Property Management Regulation 101-26.409-3 allows exemption from low bid requirements if a purchase is justified on the basis of such factors as special features of one item not provided by comparable items which are required in effective program performance. In addition, the modification feature relating to emanation is essential for security purposes. Other typewriters, including both standard electric and automatic machines of the various manufacturers, have been evaluated, but the selectric is the only machine within economic means that offers the flexibility of interchangeable type styles as well as emanation features which are essential for the overall programs of the Agency.

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16 MAR 1970

MEMORANDUM FOR: Assistant Deputy Director for Support

SUBJECT : Report on the Impact of Modern Technology  
on Typewriter Selection

REFERENCE : Memo dtd 1 Dec 69 fr DD/L to ADD/S,  
subject: IBM Magnetic Tape Selectric  
Typewriter (MTST)

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 6.
2. Attached is the Report of the Office of Logistics Task Force which was organized to study the feasibility of standardizing a typewriter font that would be compatible with the optical scanning requirements of automatic data processing systems in use, or planned, within the Agency. In addition, the group was to consider the impact of such complementary equipment as the Magnetic Tape Selectric Typewriter in the selection of a basic office typewriter.
3. The concluding statement on page 28 of the Report is quoted here for your convenience.

"In 1975 the Agency should be using the IBM Selectric typewriter for general office requirements. In addition there should be a number of positions equipped with automatic typewriters, justified on a case-by-case basis, as either part of an information processing system (not necessarily an ADP system) or as a solution to an individual problem. In some situations, Agency managers will have decided not to requisition automatic typewriters because the information obtained from Logistic's evaluation and demonstrations of the equipment led them to realize that they had problems the equipment was not designed to alleviate. Replacing the present inventory of electric typewriters on a crash basis is such an expensive proposition (\$1.6 million), and normal replacement such a lengthy proposition (1981) that a compromise

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plan is suggested. The compromise plan, known as accelerated replacement, is a combination of normal replacement and liberal replacement to attain optical scanning capabilities. Since accelerated replacement also means delay in full standardization, the possibility of compartmenting Executive typewriters by type style by Directorate until over half of our inventory is standardized (1973) should also be considered."

4. The charter of the study group did not include the requirement for formal coordination of the Report with other Agency components; however, all components contacted for information during the course of the study were quick to point out that standardization would be beneficial to them. Many volunteered that the Selectric typewriter is the only machine that offers the desired versatility to meet their requirements.

5. The accelerated replacement plan recommended in the Report will result in the procurement of approximately 450 additional Selectric typewriters during the period FY 71 through FY 73, at an estimated total cost of \$210,000 or about \$70,000 per year if evenly distributed over the three years. This would be over and above the \$150,000 required per year for normal replacements. It appears preferable that the Office of Logistics budget for the additional Selectric typewriters required over and above the number of normal replacements rather than requiring individual components to budget for the equipment.

6. It is recommended that:

a. The recommendations contained in the attached Report be approved; and,

b. That additional funds in the amount of \$70,000 per year be made available to the Office of Logistics for FY 71, FY 72 and FY 73 for the purpose of centralized budgeting for additional Selectric typewriters required for compatibility with the Automated Communications Terminal (ACT) program.

Signed: John F. Blake

John F. Blake  
Director of Logistics

Attachment

**SUBJECT:** Report on the Impact of Modern Technology on Typewriter Selection

Recommendations a. and b. contained in Paragraph 6 are APPROVED:

\_\_\_\_\_  
John W. Coffey  
Assistant Deputy Director  
for Support

\_\_\_\_\_  
Date

**Distribution:**

- Orig - Addressee w/att (for return to OL)
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SA-D/L [ ] 13 Mar 70)

Last page retyped to add approval line O-D/L/msb (16 Mar 70)

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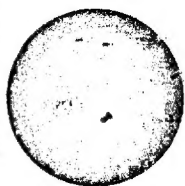
<b>TRANSMITTAL SLIP</b>		DATE
TO:		9 Oct 1970
ROOM NO.	Lawrence Houston	
7 D 01	BUILDING	
REMARKS:		
<p><i>Larry:</i></p> <p>Would you please suggest a response, or perhaps we should not respond at all?</p> <div data-bbox="714 735 909 829" style="border: 1px solid black; width: 120px; height: 45px; margin: 10px auto;"></div> <p>Joseph C. Goodwin</p>		
FROM:		
Joseph C. Goodwin		
ROOM NO.	BUILDING	
1 F 04		
FORM NO. 241 1 FEB 55	REPLACES FORM 36-8 WHICH MAY BE USED.	

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THE BLACK UNITED FRONT

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WASHINGTON, D. C. 20001

OGC 70-1723

OGC Subject; FREEDOM OF  
INFORMATION

September 12, 1970

Reverend Douglas Moore  
Chairman

Tony Cox  
Field Chairman

Procurement Officer  
Central Intelligence Agency  
McLean, Virginia

Dear Sir:

Pursuant to the provisions of the Freedom of Information Act, we are requesting information relating to your contracts for the purchasing and maintenance of office machines. We would like to know the number of typewriters and dictation machines that you own and the expenditures toward the maintenance of these machines. Of these, we want the percentage of IBM typewriters and dictation equipment purchased as opposed to other brands.

In light of the General Service Administration's order on the purchasing of typewriters and dictation machines, we would like to know your justification for purchasing IBM equipment over brands priced lower.

Also, if your machines are under maintenance agreement to IBM we would like your justification for this. Information from any survey on the effectiveness of IBM maintenance is also requested.

Sincerely,

*Absalom F. Jordan*  
Absalom F. Jordan  
Communication Committee  
Chairman

AFJ/dt